

Administrative Finance Committee Minutes

July 16th, 2007

8:00 a.m.

Called to order by Chairman Sebastiani at 8:05 a.m. Present Keckeisen, Grabarski, West, Davis, Sebastiani.

Deputy Coroner Segina present to discuss revenue and expenditures. Discussion took place regarding Resolution on fee schedule for coroner's office. Resolution for increase in coroner fees should still be forwarded to County Board.

Motioned by Keckeisen/Davis to postpone decision on increase of operating budget for coroner office until corporation counsel is on board to determine the actual responsibilities and obligations of the office. Motion carried by unanimous voice vote.

Memo submitted July 12th, 2007 by McLaughlin regarding transfer of job responsibilities was forwarded to Mary Ann Bays. This will be placed on next months agenda for discussion. McLaughlin is on vacation at present time. Committee wants all present for discussion regarding the memo. The topic to be placed on next agenda includes: Discuss and/or act on street numbering and name duties.

Deputy July will check on inventory and sale of cars and make sure the information is forwarded to the County Clerk and Treasurer's office. Question regarding car sales was addressed by Clerk Phillippi. Two vehicles were sold for \$3,000 each and deposited in account 100.18.48302. July will still forward appropriate information to Clerk and Treasurer. July reported inmate revenues are still down, department is still working on this, and the loss of the revenues are hurting the department. July explained on January 01, 2008 inmate classification changes will be taking place and be mandatory. This will have an impact on the department too. There will be an increase on rental of towers soon. There are some out of county prisoners currently in the jail and the ankle bracelets are working well. The \$25.00 booking fee has been implemented. Blackberries were implemented on a trial basis for 1 year. July reported they are not performing like we wanted them to. July is back to using a pager. The messages are going thru desk top clogging emails, this would not occur with an independent server. January 25, 2007 was the implementation date of the Blackberries, in December of 07 we'll determine if we will continue or discontinue the use of them.

McGhee informed the committee their department does not support blackberries and that was part of the agreement when the purchase took place, MIS department does not have access to the technology itself.

MIS—McGhee \$12,450.73 is the cost for digital storage, \$20,000 was set aside for the project and the department would like authorization to purchase and then be able to use some of the remaining dollars to purchase spam web filter for e-mail server and band with management. This purchase along with the digital storage purchase will come in under budget.

2-yr contract with Solarus was given to corporation counsel office. The contract is the exact same as the previous 2-yr contract, it just needs to be signed. A resolution has been drafted once contract is signed, the resolution could go before the August County Board Meeting.

Motioned by West/Grabarski to send Solarus contract to County Board after the contract is signed and corporation counsel reviews it. Motion carried by unanimous voice vote.

Motioned by Grabarski/West to purchase 100 office licensing for 2007, knowing that each license will cost \$297.38 and that the money for the licensing is already in the budget. Motion to purchase carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to purchase digital storage, spam web filter for e-mail server and band management not to exceed dollar amount budgeted in 2007. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Davis to recess at 9:20 a.m. Motion carried by unanimous voice vote.

Chairperson Sebastiani called meeting back to order at 9:30 a.m. All members present.

Phillippi requested the following changes take place.

Davis excused at 10:00 a.m.

Motioned by Grabarski/Davis to transfer fixed assets software and debt service obligations from County Clerk's office to Administrative Coordinator Director of Finance Office effective July 16, 2007. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Davis to update cash receipts on a weekly basis that monies deposited after 3:00 p.m. on Friday will be receipted to the next business day. Motion to update carried by unanimous voice vote.

Motioned by Grabarski/West to put Skyward software on Treasurer's office computers with read only access to cash receipting. Motion carried by unanimous voice vote.

Phillippi informed the committee that security level on skyward has been opened completely to the Administrative Coordinator Director of Finance Department.

Grabarski excused at 10:20 a.m.

Petkovsek was informed the County gave \$10,000 to 211.

Petkovsek will be putting contracts, maintenance, and lease agreement information in 2008 budget materials. There will be a meeting on July 19th in the County Board Room at 1:00 p.m. with department heads and chairperson of committee to give overview of 2008 budget process.

The committee identified an upcoming agenda item as follows: United Way to next agenda.

Davis present at 10:30 a.m.

Motioned by West/Davis to use 3% wage increase for 2008 budget purposes only. Motion carried by unanimous voice vote.

Motioned by West/Keckeisen to budget 30% increase over the current health insurance premium for 2008 budget purposes only. Motion carried by unanimous voice vote.

Grabarski present at 11:50 a.m.

Motioned by Davis/Grabarski department goal 3% increase in levy for 2008 budget purpose only.
Motion carried by unanimous voice vote.

Petkovsek informed the senate proposal 4% new growth.

Motioned by Grabarski/West to recess at 12:10 p.m. until 1:15 p.m. Motion carried by unanimous voice vote.

Chairperson Sebastiani called meeting back to order 1:15 p.m. Present Grabarski, Keckeisen, Davis, Sebastiani.

West present at 1:35 p.m.

Approve vouchers.

Motioned by Davis/Grabarski to adjourn at 3:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee